

Message

From: Laycock, Kelly [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EDF53496C8284A7D8153E0F312818DF1-LAYCOCK, KELLY]
Sent: 8/25/2020 12:28:08 PM
To: McGill, Thomas [Mcgill.Thomas@epa.gov]; Calli, Rosemary [Calli.Rosemary@epa.gov]
Subject: RE: IMPORTANT - PLEASE READ: Correspondence for the RA's signature

<!--[if lte mso 15 || CheckWebRef]-->

Laycock, Kelly has shared a OneDrive for Business file with you. To view it, click the link below.



Correspondence Attachment for the RA's Office_Completeness ltr.docx

<!--[endif]-->

Tom,

I'd already completed one of these for the completeness letter.

Kelly Laycock
Wetlands Regulatory Section
U.S. Environmental Protection Agency
61 Forsyth St.
Atlanta GA, 30303
phone 404 562 9132

From: McGill, Thomas <Mcgill.Thomas@epa.gov>
Sent: Tuesday, August 25, 2020 7:56 AM
To: Laycock, Kelly <Laycock.Kelly@epa.gov>; Calli, Rosemary <Calli.Rosemary@epa.gov>
Subject: FW: IMPORTANT - PLEASE READ: Correspondence for the RA's signature
Importance: High

Kelly – I'll ask Julie to be routing the completion letter this morning. Would you please complete and return the attached form? Thanks, Tom

From: Calli, Rosemary <Calli.Rosemary@epa.gov>
Sent: Thursday, August 20, 2020 2:33 PM
To: Laycock, Kelly <Laycock.Kelly@epa.gov>
Cc: McGill, Thomas <Mcgill.Thomas@epa.gov>
Subject: FW: IMPORTANT - PLEASE READ: Correspondence for the RA's signature
Importance: High

Kelly – We'll need this for the completeness letter and the FRN. Please go ahead and fill out for at least the completeness letter to route as soon as we can confirm we have a complete package.

From: Drake, Julie <Drake.Julie@epa.gov>
Sent: Thursday, August 20, 2020 10:58 AM
To: Calli, Rosemary <Calli.Rosemary@epa.gov>; McGill, Thomas <Mcgill.Thomas@epa.gov>
Subject: FW: IMPORTANT - PLEASE READ: Correspondence for the RA's signature
Importance: High

Hello Tom & Rosemary,

For the documents being to Mary's office, I am forwarding this table to be filled out and to attach when we are ready to send to Mary's office.

Julie Drake

From: Marcus, Pam <marcus.pam@epa.gov>

Sent: Friday, May 29, 2020 2:57 PM

To: R4 Water Division <R4_Water_Division@epa.gov>

Subject: IMPORTANT - PLEASE READ: Correspondence for the RA's signature

Importance: High

As a reminder of the electronic routing instructions from Aaryn Jones, sent via email, dated 5/18/20, all documents requiring Mary's signature should be routed with the attached table. At the beginning of the routing process please complete and forward it along with the documents which will continue to the RA's office. Thank you.

R4 ORA Electronic Routing for Digital Signature Information	
For all documents other than Federal Register Notices (must be sent to ORA in PDF format as email attachment)	
Program Contact (who should receive the signed document via email?)	
Brief summary of the document to be signed (2-3 sentences)	
Date by which signature is needed (<i>statutory deadline, ELMS target, etc.</i>)	
What is the exact filename of the attached PDF document to be signed?	
What page(s) require RA signature?	
Document Routing Summary (highest level of management of program Divisions/ORC)	
For Federal Register Notices	
Program Contact (who should receive notification that the Notice has been signed and saved in Sharepoint?)	
Brief summary of the document to be signed (2-3 sentences)	
Date by which signature is needed (<i>statutory deadline, ELMS target, etc.</i>)	

Paste the link to the Sharepoint folder where the document is stored here -->	
What is the exact filename of the Word document to be signed?	
Has the document routed through ORC and has the EPA Office of Policy conducted their final editing review?	
Have all changes been accepted and track changes turned off?	